ERF User Guide

Browser recommendations

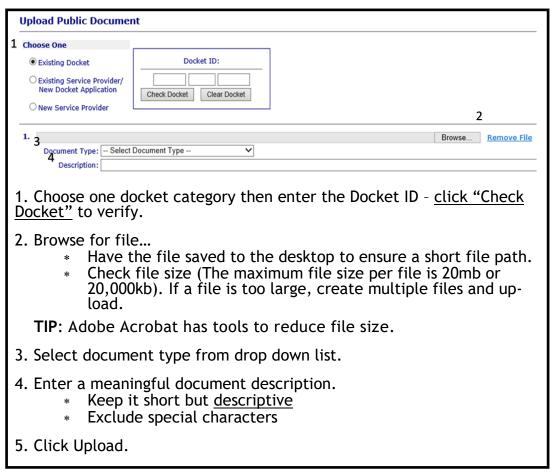
- For Windows PC, use the new Windows Edge
- For Apple Mac, use Firefox

Visit the PSC's E-Service web portal to log in or create a new ERF user account: ERF - Electronic Records Filing System Upload (wi.gov)

NOTE: The ERF System will timeout after 20 minutes of inactivity and the user will be signed out of the account. Please close and reopen the browser to log in again.

Once in the ERF account, navigate to menu on the left side. Under the Upload Documents section, click Public to begin the uploading process for a publically viewable documents.

*If a document needs to be filed as confidential, click Confidential and prepare to upload the confidential file with a redacted-redacted copy.



Contact PSC Records Management Unit at PSCRecordsMail@wisconsin.gov with any questions.

